



**United States
Fish & Wildlife Service**

Memorandum

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Date

04/06/2005

From

AD - Budg, Planning & Hum Res

Subject

Opportunity to Hire Presidential Management Fellows (PMF)

Within a few years, a significant portion of the current federal workforce will be eligible to retire. Effective strategies are needed to replace the retiring workforce. If you are seeking bright, eager, energetic and ambitious individuals interested in pursuing a federal career, consider the Presidential Management Fellows Program (PMF). PMF candidates have completed requirements for a graduate degree (master's or doctoral-level) from an accredited college or university and can be hired at the GS- 9 grade level without competition. For a reimbursement fee of \$4,800 for each PMF hired, OPM provides for orientation and training programs. Below is a Tips sheet with additional information on hiring PMFs.

It is now time to submit the Service's 2005 PMF position requirements. If you are interested in considering PMFs for a current or future position the first step is submitting information for inclusion in OPM's automated PMF Projected Positions System (PPS). When submitting your information for a PMF, remember to include positions with realistic, accurate, and specific information about the job opportunities in your organization, not just generic duties. The PMF finalists need clear, concise explanations of the type of work expected. If possible, keep your description to 20 lines or less. Job information should include:

- Regional or equivalent office name and a brief description of its mission;
- Detailed description of the position;
- Number of positions available and location(s); and
- Point of contact information (provide the telephone number, fax number, and email address for 2 points of contact.)

Please send the PMF position information to the Service's PMF Coordinator, Gwendolyn Edwards, via email, gwendolyn_edwards@fws.gov, by April 13, 2005, or as soon thereafter as possible. Note: Submission of position information does not obligate the manager to make a selection. The PPS database is now available for finalists to begin reviewing available positions. If you have questions about the PMF Program, please contact Gwendolyn Edwards at (703) 358-2571 or via email.

Tips for Hiring a Presidential Management Fellow (PMF)

- Submit position announcement for inclusion in the PMF Handbook of Projected Positions available through the OPM automated PMF Projected Positions System (PPS). Provide a brief position description (no more than 20 lines) and point of contact information to Gwendolyn Edwards, Division of Human Resources. Positions can now be posted from March through December.
- Review resumes and contact PMF finalists to arrange an interview at any time between April 13 and December 31, 2005. A list of 2005 Finalists and their online resumes are now available on the OPM website for Agency PMF Coordinators and hiring officials to view. To receive a password to access the resumes, contact Gwendolyn Edwards.
- Contact your servicing Human Resources Office to coordinate the selection process including but not limited to, classification of the position, qualifications and suitability determinations, and the job offer.
- Follow up with candidates. Send e-mails, letters, or make phone calls to the candidates.
- Job offers should be made quickly; otherwise good candidates are lost to competitors.
- Reimburse the PMF Program Office \$4,800 within 30 days of a PMF appointment for costs associated with recruitment of the PMF. Contact Gwendolyn Edwards to get forms.
- Provide a minimum of 80 hours of formal training per year. Details and other developmental opportunities should not be limited in order to cut costs. Work with PMF and PMF Training Coordinator on developmental needs. Point of contact: Joe Piehuta at 703-358-2519.
- Remember that a PMF fills a permanent full time position, not a temporary or term position.
- Promotions of PMFs are not discretionary with satisfactory performance. Promotion to GS-11 must occur after satisfactory completion of one year of continuous service. After two years of satisfactory continuous service, the PMF must be converted to career-conditional employment, and promoted to GS-12.

Our mission is, working with others, to conserve, protect and enhance fish, wildlife, and plants and their habitats for the continuing benefit of the American people.